

## 300.I.TIME CODES

CODE	COMMENTS	AM REFERENCE
AL - Authorized Leave with Pay	Applies to exempt employees only.	320
AW - Absence Without Leave	Records unauthorized absence. If circumstances warrant, may later be changed to an authorized leave.	319
BD - Blood Donation		322
CA - On Call Pay		308
CD - Civil Defense Training		322
CE - Civil Emergencies		322
CL - Court Leave		321
CP - Call Pay C1 C2 C3 C4 C5 C6	Applies to nonexempt employees only. Enter appropriate code and actual call pay hours worked	307
CS - Community Service and Civic Duties	Must have DHR approval before taking.	322
DA - Exempt Discretionary Absence	Exempt employees only	324
DL - Disciplinary Leave		112, 318
EA - Emergency Activities		322
FD - Fitness for Duty		903
G - Graveyard Shift		303
GW - Graveyard/Weekend Shift		303
H - Holiday	If eligible, enter H.	305

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CODE	COMMENTS	AM REFERENCE
I - Job-Incurred Illness	If it is later determined that injury is not covered by Workers' Compensation, correct on a new time and effort report form.	316
I1	100% (first 7 calendar days of leave)	
I2	100% FMLA (first 7 calendar days of leave)	
I3	80% (after Workers' Compensation payments begin)	
I4	80% FMLA (after Workers' Compensation payments begin)	
I5	Treatment	
I6	Treatment FMLA	
IL - Investigatory Leave	Attach a copy of subpoena to time and effort report form.	112, 322
JD - Jury Duty		321
LS - Leave Without Pay - Employee Sick		318, 327
L1 - Leave Without Pay - Employee FMLA		318, 327
L2 - Leave Without Pay - Family FMLA		318, 327
ML - Military Leave		317
NS - Not Scheduled	Casual employees only.	324
NT - No Time		324
OP - Overnight Per Diem - NTS		306
P - Swing Shift		303
PM - Per Diem - Mercury		306

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CODE	COMMENTS	AM REFERENCE
PN - Per Diem - NTS		306
R - Regular Time		324
RP - Report Pay		309
S - Sick Leave		313
S1 - Sick -FMLA - Employee		
S2 - Sick - FMLA - Family		
SF - Family Illness Leave		
SB - Bereavement Leave (Death in immediate family)		313
SP - Bereavement Leave (Death outside immediate family)		
V - Vacation		312
V1 - Vacation Sick - FMLA - Employee		
V2 - Vacation Sick - FMLA - Family		
VG - Laboratory Closure Vacation Grant		
VS - Vacation Sick		
VT - Voting Time		322
W - Weekend Shift		303
PW - Swing/Weekend Shift		303